

Epiwork Kick-off meeting

AGENDA

Tuesday Feb. the 3rd

2.30 pm : Welcome and introduction of participants

3.00 pm ; Review of the management structure and procedures. A. Vespignani

3.30 pm : Epiwork administration under the hood. Roberto Palermo (Financial manager)

Presentation and Q&A time on project budget, reporting periods etc.

4.30 pm : Coffee Break

5.00 pm: Discussion on advisory board membership and invitation.

5.30 pm:

- Dissemination and outreach: discussion on the EC policies and what the project
- Project visual identity, project logo, booklet structure, Web page.
- Project webpage/ content management
- Project internal communication and web private area/wiki

7.00 pm : Wrap up and discussion/addition for tomorrows agenda

8.00pm Dinner

Wed. Feb. the 4th

9.00 am:

- Round the table presentation of scientific activities of each team related to the objective of the project.
- Review of the deliverables list.
- Discussion of ideas to coordinate activities inter-intra WPs.

10.30 am : Coffee break

10.45 am : WPs discussion (eventually break-up sessions). Preparation of preliminary planning of activities, work meetings etc. within each WP.

12.30 pm :

- Any other business and wrap up.

1.30 pm : Lunch

Afternoon : Parallel work sessions and departures